**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 is led by the superintendent who is assisted by the business official. Principals, teacher Leaders/Dept heads and supervisors meet with the superintendent and business official. The needs are reviewed and aligned to the district's strategic plan, PD plan, Board Vision and Mission and the superintendent's priorities. Once all this is compiled and a budget is built this information will be reviewed with the budget and finance committee. This committee meets bi-monthly between Jan and April and provides monthly updates to the board as a whole.

Budgeting begins in early December by meeting with departments and reviewing needs. The admin team will meet through out Jan - March to review cost, SED changes, environmental changes etc. and make final recommendations to the finance committee in early late March or early April. Final budgets are presented to the full board beginning in April.

**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?**

The elementary school has a pre-k program and is a target tile 1 school.

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