**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 Superintendent of Schools leads the budget development process with the support of the School Business Official. The Board of Education begins the process by discussing their priorities for the coming school year and setting guidelines and goals for the coming year. The administrative team, consisting of the superintendent, SBO, building principals and SPED director meet during the school year and into the summer to discuss current and future student, staff, and programming needs and plans. Building principals meet with staff throughout the year and discuss current and future needs, program changes and additions, student and family needs, etc. This information is brought to the leadership team by the principals. During budget season the administrative team meet to develop plans for the next school year, continuing the discussions that has been ongoing. Programs, staffing levels necessary to support student needs, equipment & supply needs, etc. are discussed, estimated costs assigned, and included in the initial budget request. Teachers and department chairs are asked to provide their requests for the following school year, which are also incorporated in the 1st draft of the budget. Non-instructional department heads are also involved in the discussion, and bring their requests for needed items to the SBO to be incorporated in the budget. In addition, these individuals budget and plan for any plant or operational changes or additions needed to support the instructional program of the District. Budget development progress is shared in detail with the BoE Audit & Finance Committee as well as the Board of Education at regular meetings as well as during the budget hearing. The district does not use a formula to allocate funds between the elementary and the jr. sr. high school.

**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

  