**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 is developed by the Assistant Superintendent for Business along with the oversight of the Superintendent of Schools. The building level principals and other district administration take part in developing the annual budget throughout the year by communicating the needs of their buildings and students. Building Principals enter their own budgets into the accounting software which is then reviewed as a team with central administration to determine final needs and priorities. The budget process begins late October and ends in April with the BOE adopts the budget.

All administration is involved in the development process of the budget. The school board is presented the budget throughout the months of January -April in budget workshops. In these meetings they are presented with each component and program in detail. Conversations are had to determine if the budget meets the board goals. The building principals represent the needs of the individual buildings.

There is no formula used to fund individual schools. The funding is determined on the population of the school, class sizes, class ratios, student needs of the particular grades.

**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?**

We have a higher population in both our elementary and high school which is why funding would be larger in these two buildings. In addition we tuition students in for our Special Education program and most of these students are in our elementary building. We also tuition in students from a neighboring elementary/middle school district which increases enrollment and costs at the HS level.

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