**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).**

A. Who leads the budget development process?

The Assistant Superintendent for Business Services leads the budget development process.

How are the needs of students translated into a budget?

The CCCSD budget process reviews each building's needs annually and distributes resources accordingly based on students' needs and class sizes.

When does the budget development process begin and how long does it last?

Budget development begins in November and lasts for seven months.

B. Which district employees are involved in the budget development process?

Administrators, instructional leaders, and department heads are involved in the budget development process.

What is the role of the school board (where applicable)?

The school board oversees the general direction of budget development and is responsible for presenting a budget to the community for their consideration.

Who represents the needs of individual buildings and/or school sites?

Building principals represent the needs of individual buildings and/or school sites.

C. Does the district use a formula to allocate funds to individual schools?

The only budgetary items that are determined formulaically are supplies and equipment which are allocated based on student enrollment in each building.

If so, does the formula use specific weightings for student needs?

No, the formula used to allocate supply and equipment funds to schools does not use specific weighting for student needs.

**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?**

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