**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.

1) The budget development process is led by the Associate Superintendent for Business and Operations in conjunction with the Superintendent of schools

2) The district employs a zero based budgeting strategy in order to ensure we are maximizing meeting the needs of students by only having items in the budget that are absolutely necessary. There is a large collaboration with stakeholders from the district office and all of the buildings in order to ensure our students needs are being met.

3) The budget development process generally begins in October or November of the preceding year.

B.

1). From district office we have the Superintendent, Associate Superintendent for Business and Operations, Executive Director of Educational Resources and Special Projects, Personnel Directors, Administrative Associate for Instructional Technology, Executive Director of Instructional Services, Curriculum Associates, District Treasurer, Director of Facilities, Director and Assistant Director of Special Education, Transportation Coordinator.

From the Educational Buildings we have all of the Principals, Assistant Principals, Directors, & Coordinators.

2) The school board is apprised of all of the financial effects that the district may encounter and reviews the entire budget that is prepared.

3) The building principals, assistant principals, directors, & coordinators represent the needs of the individual buildings.

C.

1) No

**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