**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 process begins late November and is lead by the Assistant Superintendent for Business and Operations along with the Superintendent of Schools. Each principal/department head is given the task to develop his/her building budget on a needs based approach. The needs of the students are addressed according to current curriculum, health, and safety. Additionally, the overall maintenance and infrastructure needs are addressed at each building with the Facilities Administrator. Between December and January, meetings take place with each building leader so he/she can explain and justify the budget presented. During the months of January and February, the Central Administration meets to discuss staffing, and district-wide needs. During March and April, the budget is presented to the Board of Education at various budget workshops. At this time, the Board has the opportunity to address specific questions. The District does not use a specific formula to allocate funds to individual schools.

**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