**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 School Business Official in conjunction with the Superintendent and Board of Education conduct the budget development process annually. Budget discussions begin in October, with planning meetings commencing in November. This process is ongoing throughout May when the budget is formally adopted by the Board of Education and put out for public vote. Buildings are given an annual allocation based on needs of the population. Examples of information reviewed are attendance, discipline, test scores, homeless and ELL students, CPS reports, Superintendent hearings, and suspensions. Budget stakeholders are made up of District Administration to include the Superintendent, School Business Official, Director of Administration, Director of Student Services, Director of Educational Services, Director of Special Education, Facilities Director, Supervisor of Transportation, Athletic Director and Building Principals. The School Board has an active role in budget discussions leading up to the establishment of the budget. The School Board Audit & Finance subcommittee meets monthly throughout the school year. Budget development presentations begin with that group in February, input and questions are fielded and taken into consideration throughout this process. There is not a formula in place for allocating of funds.

**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.**