**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 Business Manager and the Superintendent lead the budget development process with the BOE updated biweekly. Each Principal is asked what the students need and if approved by the Superintendent, the needs are included in the budget whenever possible. The budget development process begins in October with submission of a draft budget development calendar to the BOE for review.

All district employees are involved in the budget development process. The school board is updated with revenue and expenditure projections and any major increases or decreases on a biweekly basis. the Principal and department heads represent each building and/or school site.

The district does not use a 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