**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 is lead by the Superintendent in coordination with the administrative team and the Board of Education. During the budget development process, the District utilizes survey results, budget requests, and the District's Strategic Coherence Plan to ensure that student needs are properly translated into budgets. Additionally, enrollment and demographic data is taken from instructional reports and is considered during the allocation of staff and other resources. The budget development process begins in October as soon as the prior year audit is complete. By November, a tentative budget is in the process of being put together and the BOE holds a workshop to review and put together budget assumptions and parameters. The budget is worked on in collaboration with administrators and the BOE from January throughout April, and updates are continuously provided to the BOE and the public. The BOE adopts the budget in mid to late April, at which point the budget development process ends.

**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.**