**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. Budget Development Process

Who leads the budget development process? The budget development process is a collaborative effort involving the Board of Education, Superintendent, Business Administrator, Building Principals, and Departmental Directors. These individuals are responsible for gathering of staff, student and facilities needs.

How are the needs of students translated into a budget? Students needs are translated into a budget using data and information gathered in the months leading up to the start of the budget process. Allocations are generally consistent from one year to the next, tend to be evenly distributed between our three buildings (K-3, 4-8, and 9-12) and are typically distributed to individual teachers, and consequently to their students, based on the needs of their content area.

When does the budget development process begin and how long does it last? The budget process begins in November and continues through April.

Which district employees are involved in the budget process? The budget development process is a collaborative effort involving the Board of Education, Superintendent, Business Administrator, Building Principals, and Departmental Directors. These individuals are responsible for gathering of staff, student and facilities needs.

What is the role of the school board? The school board provides oversight during the budget process. In March/April, extraordinary needs/wants are shared with the school board and assigned priorities. Based on those priorities extraordinary needs/wants are added or not added into the school budget.

Who represents the needs of individual buildings and/or school sites? Building principals and directors represent the needs of individual buildings, school sites and departments through collaboration with their staff members throughout the budget process.

Does the district use a formula to allocate funds to individual schools? No. Funds are allocated based on need, often shared between budget builders during the school year based on changing needs, or distributed evenly between buildings.

**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.**