**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 led by both the Superintendent and Assistant Superintendent for Business. The Board of Education and community are continuously updated throughout the process by way of budget workshops. Student needs are monitored throughout the year by district leadership. Regular communications take place between central office leadership and the principals, special education director, as well as other district leaders. Based on these understandings, the budget is built from the bottom up. Budget development begins in late November and continues until a budget is passed, which is typically in May.

District employees involved in the budget development process include, but are not limited to the Superintendent, Assistant Superintendent for Business, Assistant Superintendent for Instruction, Director of Student Services, principals, Director of Facilities, and the Board of Education. The Board attends the budget workshops and provides input along the way, which may effectuate necessary modifications. The building principals represent the needs of their respective buildings; the Director of Student Services weighs in on students districtwide.

**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, the District aims to allocate funds proportionately across the school buildings.

**If applicable, describe any items which the district feels are anomalous in nature and require additional description.**

None noted.