**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. Superintendent and Business Administrator lead budget development process. Students needs are accessed and reviewed by district wide leadership team. Budget development process usually begins in January with a budget development calendar approved by the board of education and lasts till May budget vote.

B. Districtwide leadership team including Superintendent, Business Administrator, Building Principals, Special Ed Director, Facilities Director and Transportation Supervisor are all involved in budget development process. Building principals meet with faculty and staff to determine building level needs. Budget development is reviewed and discussed at each board meeting (twice a month) from late January through May.

C. The district uses zero-based budgeting method to allocate funds for teaching supplies and contractual expense. Student needs are assessed by teachers and reviewed by building principals before the allocation is finalized. Staffing and personnel cost are also determined by students enrollment and needs in each building.

**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