**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 Superintendent, Assistant Superintendent for Business, and the Board of Education lead the budget development process. The budget process begins in December and goes through approximately May. Along with central administration and the department supervisors, the building principals are also involved in the budget process. There are several budget meetings with the board of education along with public budget board meetings. The school board along with the superintendent establish the budget preparation process and timeline. Each piece of the budget is presented to the board so they can make decisions as presented. The building principals represent the needs of individual buildings and represent the needs of their students in the budget process and budget requests.

**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.**