**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 Business Manager and Superintendent. The Director of Curriculum and Instruction also plays a significant role in budget development. It is a revolving process throughout the year, but the main process begins in January and ends after the vote takes place.

It is our goal to have our projections finalized by mid-April. During the process, the Administrative Team meets to determine the needs of each building and department, including how this impacts other buildings and programs. The administrative team includes the Superintendent, Business Manager, Building Principals, Director of Curriculum and Instruction, Curriculum Coordinator, Director of IT Services, Athletic Director, Director of Facilities and Transportation, and Director of Special Programs. Information is collected utilizing a shared google drive. Principals also distribute forms to each teacher, enabling them to make requests and provide justifications. The team discusses priorities, necessities, and wish list items. We discuss what we need for students to be successful including special needs beyond educational programming. Individual meetings also take place with the Directors of Curriculum, IT Services and Special Programs.

Throughout the process, the Finance/Audit Committee, which includes a subset of the Board of Education, meet to discuss and consider budget items. Presentations are made at the Finance Committee and Board meetings for the public to provide input or ask questions throughout the process. All information shared as well as powerpoints presented are posted to our district website.

Baseline funding, such as supplies are allocated on a per pupil basis.

**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?**

Minor variances are seen in our Riverside and High School.

Riverside is home to our most economically challenged and disadvantaged population so additional services are provided here based on the needs of the students in order to make them successful in the learning environment.

Our high school offers a robust program and includes many electives, clubs and athletic opportunities. Additionally, the stimulus funding will allow us to equip new spaces for students including a wellness room. Many of these programs and spaces are also accessible to our middle school population.

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