**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 and the Director of Business work collaboratively with other District Administrators to develop the budget. The budget development process begins in the fall and continues until such time that the budget is adopted. Initially, the stakeholders are department leaders and building principals. Together a line by line budget is developed addressing the needs of each building and department. The entire process lasts about 5-6 months. Each department and building leader makes a public presentation focused around their specific area of the budget and what their allocated funds will be used for in the coming year. Department and Building leaders make budget requests using a budget worksheet designed to cover their specific areas of the budget and they are met with individually to determine student and staff priorities, feasibility, and sustainability of those priorities. A summary presentation of the entire budget is made by the Business Official and the Superintendent of Schools. The School Board weighs in on any concerns and presentations that are on-going during the budget process. Community budget meetings are held to address any questions and concerns. Taxpayers and community stakeholders are given an opportunity to meet with the Business Official and Superintendent to ask questions about the budget before it gets adopted. There is no specific formulas used to allocate funds but an analysis of spending in conjunction with needs is used in determining the budget allocations.

**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.**