**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 district business official, in consultation with the Superintendent, leads the budget development process beginning in November. This process lasts until the end of April, when the final state aid runs come out. Principals advocate for the needs of students in their buildings. They will request additional resources in accordance with their students' needs. Whenever possible and appropriate, we try to get these resources from our federal and state grants. The superintendent and the asst superintendent for curriculum & instruction determine the actual needs in each building after reviewing requests from the principals and consulting with the business official about the resources available.

Each building principal, the asst superintendents as well as the athletic director and the director of technology are responsible for submitting their draft budgets to the business official. Material and supply funds are allocated to each building based on the enrollment in that building. Special Ed materials and contractual costs are allocated based on the number of special ed students in each building. Principals and other administrators have the ability to make transfers between budget lines during the year, as needed.

The school board is provided updates regarding the budget at nearly every board meeting between December and May. There are also typically two budget workshops each year for the board to set priorities, make suggestions and agree to a specific tax levy increase after reviewing the tax cap.

**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