**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. BUDGET DEVELOPMENT PROCESS

Who leads the budget development process?

- The budget development process is lead by the Assistant Superintendent of Schools.

How are the needs of students translated into a budget?

- Necessary expenditures to support student needs are developed at each of the three buildings under the guidance of the principal or assistant principal. Building-level administrators advocate for these student needs through budget meetings with the Assistant Superintendent of Schools, and are then used to generate the building budgets.

When does the budget development process begin and how long does it last?

- The budget building process commences in the fall of each school year, no later than the first week of November, and commences when the budget is adopted by the board, typically in April.

B. COLLABORATION WITH STAKEHOLDERS

Which district employees are involved in the budget development process?

- All district- and building-level administrators, including the Superintendent, Assistant Superintendent, Director of Curriculum, Director of Technology, Director of Facilities, Director of Pupil Personnel Services, Assistant Director of Pupil Personnel Services, principals, and assistant principals. Additionally, all Junior/Senior High School department chairs, district-wide teacher leaders, the athletic director, clerical and support staff, and teachers are included in the development process.

What is the role of the school board?

- The role of the school board is to gather community input and communicate the needs of the community to the budget builders while balancing the financial burden of these needs with the community's ability to levy taxes. The school board regularly meets with the Assistant Superintendent of Schools to review the budget throughout to ensure that the goal of fiscal responsibility is met.

Who represents the needs of individual buildings and/or school sites?

- Building principals and assistant principals in collaboration with district-level administrators (Director of Curriculum and Director of Technology) who are heavily involved at each school location.

C. FORMULAIC METHODOLOGY

Does the district use a formula to allocate funds to individual schools?

- No.

**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.**