**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

B. Collaboration with Stakeholders

C. Formulaic Methodology

A.

Who leads the budget development process? The School Business Official

How are the needs of students translated into a budget? Student academic success is the primary focus of the District budget. Staffing is adjusted to meet the needs of our students as well as the cleanliness of our facilities, transportation and professional development ensuring the success of our staff in delivering quality instruction to our students.

When does the budget development process begin and how long does it last? The budget development process is yearlong. Analysis and input is garnered throughout the school year. However, the first memo is sent to building Administrators in December and the budget adoption occurs in April each year.

B.

Which district employees are involved in the budget development process? The budget development process involves input from ALL district Administrators

What is the role of the school board (where applicable)? The entire School Board is the budget committee. The School Board adopts the budget after the development process is finished

Who represents the needs of individual buildings and/or school sites? All staff from custodians to Administrators and School Board have input to the school budget.

C.

Does the district use a formula to allocate funds to individual schools? No

If so, does the formula use specific weightings for student needs?

**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?**

Special education classes in the building, more senior teachers in a building and any new initiatives (reading / math programs) may affect the per pupil cost compared to another building in the district.

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