**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 Business Administrator leads the budget development process along with the Superintendent. District-wide administrators and building administrators are involved in the process as well. The needs of students and each building are translated into the budget by including the grade level leaders and department heads in building level meetings on budget. The district analyzes state testing and assessments and does gap analysis to determine the greatest need. The school board is a part of the budget planning process throughout the year. They approve the budget development calendar as well as participate in monthly and bi-monthly finance committee meetings. The budget process begins in October with the approval of the calendar and ends when the board approves the budget in the Spring. The district does not use a formula to allocate funds to individual schools, it is a collaborative and data-driven process.

**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.**