**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 budget process for district begins in late November/early December is a four to five month process The district superintendent leads the budget development process. This process includes meetings with supervisors and principles to discuss projected student and building/department needs. The needs of our students by building is certainly a major focus;: enrollment by building, special education programs, new/revised student programs for all students and new education initiatives are certainly discuss and given the much attention when developing the budget. The Business Official assigns anticipated cost for each budget line based on current information. The board of education have monthly budget workshops staring in January which are open to the public. The budget workshops provide the opportunity for the Superintendent to share an update of the budget draft and share areas that the district is anticipating sufficient increase and/or decreases and the reason why. The Board of Education is continually updated on the anticipated state aid and the tax cap calculation which typically became factors in finalizing the budget. The finalize budget is approved by the board education in April.

**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