**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 development process for the district is led by the school business official (Roxanne Miller/Richard Hartwell) and the superintendent (James Froio). The Board of Education reviews the complete budget allocations, asks questions, approves, and sets the budget for final voter approval. The needs of the students are always placed above all others when budget development and allocation is determined. The director for special education is consulted relative to the needs of our students with disabilities. Building principals provide estimated proposals for budgets relative to their building programs including instructional, extra-curricular, and athletic needs. The school business official tracks the school budget development early in the preceding school year. In November, the business official begins estimating revenues and expected appropriation needs for the following school year. Using nVision and Forecast 5, Roxanne Miller/Richard Hartwell create a preliminary budget for the superintendent to review in December and January. Formal budget review takes place in February through April with the Board of Education voting for final approval for the public in late April. Voters determine approval/disapproval in May. District employees involved in the budget development process include those individuals above: superintendent, business official, building principals, board of education members, director for special education (Colleen Frawley), human resources personnel aid (Amy Lewis), technology director (Steve Mendrek), transportation director (Diane Miano), and the buildings/grounds superintendent (Vinny Smith). We worked hard last year to separate out salaries and other building costs, such as supplies, individually by building. We partnered with Forecast 5 to assist with transparency reporting. Our district does not utilize a specific formula for weighting appropriation per building.

**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?**

Not applicable

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

Not applicable

  