**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. The Superintendent and the District Treasurer start discussing the budget process, calendar dates and the necessary steps with the Administrators and Board of Education, starting in October/November. Once the calendar is established, the Administrators work with their Staff to discuss the needs/requests for their departments. This starts mid-December and goes through the end of March. Recommendations are based on student needs (examples: programs, software, equipment, supplies, etc.). The Superintendent, District Treasurer and Administrators review enrollment, staffing projections and expected revenue. The District has always prioritized the needs of the students.

B. The School gets input from the Superintendent, District Treasurer, Administrators, the Purchaser, Supervisors, teachers and Staff when developing the budget. Budget meetings are held on a regular basis. Updates are presented to the Board of Education, who ensure programs and services are being offered to meet the needs of the students. The Board of Education approves the budget and the tax levy.

C. Kendall does not use a specific formula.

**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?**

The Jr/Sr. High School tends to spend more per pupil than the Elementary School.

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