**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 is lead by the district Executive Management Team - Superintendent, Assistant Superintendent and Business Manager. The needs of students are embedded throughout the entire budget budget, particularly in the Instructional 2000's codes, but also within the facilities and Transportation as well. The budget development process begins in November and concludes with budget vote in May.

B. The following employees are involved in the budget development process: Executive Management Team, Principals, Directors, Department Chairs, Team & Grade Level Leaders, Supervisors as well as input from staff. The role of the school board is to provide budgetary focus through policy and goals. Additionally, the BOE is responsible for approving the budget that will be voted on by the public. Principals, Directors Team Leaders and Department Chairs represent the needs of the 3 buildings within the district (HS, MS, PS).

C. The district does not use a formula to allocate all funds to individual schools. Each of the three buildings contains different grade levels from K-12 and each building has distinct needs based on age groups they are serving. The only area in which a formula is used to allocate funds applies to field trips in which each grade level is provided a set amount of funding.

**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?**

As previously stated there are three building in our K-12 district and each building houses different grade levels. The Primary School is K-3, the Middle School is 4-8 and the High School is 9-12. Each building is unique based on the ages it represents.

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

None