**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 is led by the Superintendent and the Business Administrator with collaboration from the building Principals and Department heads. The student needs are considered through the Principals guidance and program requests. The process starts each November and runs through the vote date in May.

The Administrative team and the department heads work directly in the development process. The District has 3 Board members on the Budget committee that each of the department heads present their requests and explain their upcoming needs in detail. The Board as a whole is presented the summary presentation at a scheduled board meeting. At the end of April, the entire board reviews the overall budget and approves the spending plan that will go to the voters.

The District allows each building to request and predict needs. The overall spending plan is determined by reviewing needs and the districts' overall economic outlook to determine if the tax payers can support the spending plan.

**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.**