**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).**

During the budget process requests are developed by each Program Director and Principal, and forwarded to the Business Official for consideration. Funding for salary and benefits are based on required staffing needs in each building. Typically, budgets for equipment, supplies and textbooks are allocated on a per pupil amount.

After the budget is approved by the Superintendent, it is presented to the Budget/Finance Committee which meets monthly. The final budget is adopted by the Board of Education and presented to the public for vote.

**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?**

Some schools (Birch Lane, East Lake) have district wide special education programs which requires additIonal support.

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

  