**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 budget development process begins with the adoption of the budget calendar by the Board of Education. Budget development is a collaborative process. Teachers and related service providers submit their requests to their grade level/department chairpersons. Grade level/department chairpersons submit consolidated to requests to their direct supervisors. Direct supervisors review budget requests and forward budgets to the Superintendent of Schools and School Business Administrator. Once approved, direct supervisors present their component budgets to the Board of Education.

Students' needs are communicated through the various stakeholders in the aforementioned process.

Budget development begins in November and concludes when the community votes on the referendum.

B. Board of Education, Superintendent of Schools, Administrators, Teachers, and Related Service Providers are involved in the budget development process. Building principals represent the needs of individual buildings and/or school sites.

C. No the District does not use a formula to allocate funds to individual schools.

**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.**

  