**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 process involves many stakeholders in the district. It begins with the Assistant Superintendent for Business rolling the budget over considering any new items that have come up throughout the year and any initiatives that are known that need to be funded for the upcoming year. Their are meetings with district administration and building level administration as well as our Pupil Personnel Services department after they have put out forms for all teachers to make requests for budget items. This process begins in January each year and continues through the Board adoption of the budget in April. The employees included in this process are District Administration, Directors, Principals, Assistant Principals, Department Heads, Teachers, and Clerical Staff. The role of the board of education is critical in this process as they are involved throughout the entire process with at least three specific meetings to ensure that they are comfortable with the budget development as well. The Principals are the main individual that represents the individual buildings. The district does not use a formula to allocate funds.

**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 only building that this applies to is the High School who has programs like Ctech, College Courses, and other technology courses that are specific to this population of students only.

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

N/A