**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 generally begins in November every school year. The process goes up to the Board of Education adoption date around March and lasts approximately 6 months. The Assistant Superintendent for Business leads the process and guides the other administrators with determining allocation amounts. School instructional need is prioritized and then a top-down approach is implemented where overall amounts are nominally increased and originally assigned to the corresponding administrator, before internal deliberation meetings are held. Subsequent student needs are addressed based on the size of enrollment in each building, the academic makeup/assessment results, and instructional outlook for the year. Factors that are incorporated into decision making are contingent on the SWD, ELL populations and socioeconomic levels in conjunction with federal grant budgets.

(B) Throughout the budget development process, the following stakeholders are involved:

 1) Directly - All members of the Central Administration (Superintendent, Assistant Superintendent for Business, Assistant Superintendent for Curriculum, Supervisor of Facilities, Director of Pupil Services, Director of Instructional Technology). The three building principals, who also act as liaisons for various District functioning. Members of the Board as a Whole.

 2) Indirectly - District staff, PTA organizations, local elected officials, neighborhood affiliates/organizations

 The school Board is responsible for ensuring that the program is compliant, numbers are accurate and not excessive, along with being fiscally responsible for the District's constituency. All building principals represent the needs of their respective buildings and seek to make sure that their budgets are a meticulous reflection of dependable and valid planning.

(C) The District uses an allocation method based on percentages by location (proportional to each building) of student enrollment. Special education enrollment is weighted within the formula to address student needs.

**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?**

N/A

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

N/A