**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).**

FALL:

The School District's Business Administrator starts in the fall months meeting with Teachers about specific goals and needs for the current and future school years. During this time the teacher's begin to prepare their individual needs assessments for materials & supplies as well start meeting with Curriculum to determine if new or revised classroom materials are needed. The School District Administrator also meets with all departments during November/December for the same needs assessment for the upcoming year with all department heads and does a material/supplies/equipment as well as human resource needs. During January the Board of Education looks at current goals and aligns them with financial goals in the upcoming needs assessments for the budget. There is a public session for parents/community members/student council representation to come and express concerns/needs with budget and student needs.

WINTER:

The School's Board of Education, and Administrators (Technology, Building & Grounds, Transportation, Cafeteria, Curriculum, Athletics, Principal, Superintendent) all work with the Business Administrator to identify priorities as it pertains to the school building and education of students. Finalized decisions are made by Board of Education and a budget is prepared for the public vote in the spring.

**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