**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).**

Who leads the budget development process? - The Superintendent of Schools and the Assistant Superintendent for Finance..

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How are the needs of students translated into a budget? Working collaboratively with the Building Principals and the Program Administrators the Superintended and the Assistant Superintendent for Finance develops and list of program and budgetary needs to assist in the development of the costs associated with the desired needs and to incorporate into the expenditure side of the budget. During this process the group determines how where to allocate funds to maximize state aid.

When does the budget development process begin and how long does it last? The budget process begins in mid-October and will last up to the date the Board votes to adopt the tentative budget.

Which district employees are involved in the budget development process? - Assistant Superintendents, Program and Operations Directors, Building Principals.

What is the role of the school board (where applicable)? Throughout the entire process the Board at their regular meetings and at scheduled budget work sessions reviews the progress of the budget development and provides their insight into the the budget allocations especially if the plan is to either add a program or reduce a program.

Does the district use a formula to allocate funds to individual schools? The district does not.

**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?**

No unique conditions can be identified and defined at this time.

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

No such items can be identified and defined at this time.