**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 Superintendent and Assistant Superintendent for Business and Technology lead the budget process. First the required annual increases (salary, benefits and contractual increases) are estimated. The Superintendent and Assistant Superintendent then meet with building principals, director of pupil personnel and Superintendent of Buildings & Grounds to review the upcoming needs of the students as well as the property. Building Principals will have already met and have continuous meetings with the staff on the needs that they see for the upcoming year. From there the budget in continuously built upon and re structured as needed while the revenue portion comes in from the state and federal officials. The Board of Education is updated on the ongoing process at each board meeting. This process starts between November and December of the preceding year.

**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.**

  