**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 district's Business Executive leads the budget development process. The Business Executive collaborates with other Administrators to determine needs of students and estimates costs of student needs for the upcoming school year. The budget development process is ongoing, however the bulk of the work begins in November/December and lasts until March/April when the budget is adopted by Board of Education.

B. The following employees are involved in the budget development process: Business Executive, Superintendent, Building Principals, Director of Special Education & Instruction, Director of Facilities, Director of Transportation, Director of Food Service and Technology Supervisor as well as the Board of Education. The Board of Education is provided updates along the way with the opportunity for questions as needed. The Building Principals and Director of Special Education & Instruction represent the needs of the individual buildings.

C. The district does not use a formula to allocate funds to individual schools.

**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.**