**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 District's budgeting process begins in the previous September of each school year with the creation of a rollover budget. The process utilizes cost analysis factors and contractual increases. School building administrators and teacher leaders review programs at each grade and program level and give input on priorities. The district utilizes long range planning to plan for the purchase of larger equipment, capital expenditures including bus purchases in consultation with our financial advisor. The budget process begins in earnest in January each year with public forums and presentations, faculty information sessions and budget workshops and concludes in March each year with the budget presented to the Board of Education in April.

**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?**

Years of service in the District and experience in education dictate higher salaries and benefits.

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

  