**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 of Schools and the Business Administrator lead the budget development process. The needs of the students are derived from building principal’s discussion with teachers. At the elementary school the principal has those discussions at grade level, but also includes special areas such as physical education, art, and music. In the junior/senior high school the principal has those discussions with subject level teachers (i.e.- math department, science, social studies, english, guidance, etc.). The budget development process begins in mid-November and ends with the adoption of the budget by the Board of Education on or about April 1. District employees involved in the budget development process include grade level and subject level teachers, 2 building principals, the director of instruction, the director of special education/CSE chair, the directors of transportation, food service, and facilities, the business administrator, and superintendent. The role of the school board is represented by 3 members who sit on the district's budget committee. This committee is comprised of 3 BOE members and district administration. Other school board members are updated on the progress of the budget committee throughout the budget development process and have the ability to ask questions and provide input when briefed. The building principals represent the needs of the individual buildings throughout the budget development

**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

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

No