**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 budget development process begins in November with the preparation of the budget calendar/timeline by the District Treasurer and Superintendent, which is presented to the Budget Committee and the Board of Education for approval. All teaching staff and department supervisors are then asked to submit their proposed budgetary needs (textbooks, supplies, technology, conferences, field trips, equipment, etc.) for their classes, students, and programmatic and instructional needs, by mid-December through early January. The District Treasurer and Superintendent review the submitted requests and meet with staff as needed prior to preparing the budget drafts. The District Treasurer and Superintendent meet with the Budget Committee to conduct approximately 3-4 Budget Workshops prior to submitting the budget to the Board of Education in April for adoption and voter approval in May.

**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?**

n/a

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

n/a