**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 leads the budget development process.

The needs of students are addressed through a series of meetings between the superintendent and the building administrators with input from business office staff, to identify specific areas of educational needs in each building, and the resources to meet those needs.

The budget development process typically begins in December each year and ends with the adoption of the budget in May.

The budget development process involves all administrative and managerial staff. Department and building leaders are encouraged to solicit input and feedback from their staff to bring to the table.

The school boards role is to offer input and support for the budget development process.

Individual building needs are represented by the building leadership based on the input and feedback received from their building leadership teams.

**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?**

Not applicable.

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

Not applicable.