**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 Superintendent leads the budget development process. We study student enrollment, facilities and space, and student achievement in terms of learning and goals, as we create a budget. In addition, our district considers required obligations (IEP requirements) and special needs of students. When planning a budget, we also take into account the goals in improvement planning. Strategic plans and / or improvement plans center on raising the bar for students, so as we develop the budget, the goals of that plan should be reflected in the budget allocations. Finally, we reflect on the success of these goals so that allocations are reflective of progress. Our budget begins in December and culminates with the annual vote in May.

B. Employees involved in the budget process include the Superintendent, Assistant Superintendent for Finance, Administrator for curriculum, Administrator for Technology for the entire process. Building administrators, guidance, CSE personnel, Department leaders, Maintenance, Transportation, and the Athletic Director are also involved in the process. Our school board is update periodically throughout the process and board meetings and special work sessions. The needs of individual buildings are represented first by building level administrators and secondly by support personnel (guidance, CSE, etc.)

C. The district does not use a specific formula to allocate funding to 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?**

NA

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

NA