**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 is lead by the Business Manager and Superintendent. It is a revolving process throughout the year, but the main process begins in January and ends after the vote takes place.

 By mid April, we strive to have our projections finalized. During the process, the administrative team meets to determine the needs of each building and department, including how this impacts other buildings and programs. The administrative team includes the Superintendent, Business Manager, Building Principals, Director of Curriculum & Instruction, Director of Facilities & Transportation, Athletic Director, Director of IT Services and Director of Special Education. The principals also distribute forms to each teacher, enabling them to make requests and provide justifications. The team discusses priorities, necessities, and wish list items. We discuss what we need for students to be successful including special needs beyond educational programming. Individual meetings also take place with the Directors of Curriculum, Technology and Special Needs. Throughout the process, the Finance Committee, which includes a subset of the board of education meet to discuss and consider budgeted items. Presentations are made at Board Meetings for the public throughout the process and information/power points are posted on our website.

Baseline funding such as supplies are allocated on a per pupil basis.

**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?**

Minor variances are seen in our Riverside Elementary and High School.

Riverside is home to our most economically disadvantaged students so additional services are provided here based on the needs of the students in order to make them successful in the learning environment.

Our high school offers a robust program and includes many electives, clubs and athletic opportunities. Additionally, the stimulus funding will allow us to equip new spaces for students including a fitness center and wellness room. Many of these programs and spaces are also accessible to our middle school population.

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