**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).**

1A, Budget Development Process

• Who Leads the process? The Assistant Superintendent for Business

• How are needs of students translated into a budget? Student achievement and progress is benchmarked and reviewed by building level administration. Funds allocated in the budget reflect the needs of the students at the individual buildings

• When does the process begin and how long? It begins in December and lasts about five months until the BOE adopts the proposed budget

1B, Collaboration with Stakeholders

• Which district employees are involved with development? The building level administration consults with teachers, staff and parents to assess the needs of the building community. The Assistant Supt for business meets with all administrators and the budget & facilities committee to review the building requests and discuss which initiatives can be funded through the budget and where funds can be redirected to most effectively and equitably meet the needs of all our students.

• Roles of the school board? Three member of the BOE serve on the budget and facilities committee and provide input into the major initiatives the BOE can support. The BOE Budget workshop are held in public sessions where the budget is discussed and planned.

• Who represents needs of the individual buildings? The building level administration who collaborates with both parents and teachers.

1C, Formulaic Methodology

• Do we use a formula? No

**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, there is nothing unique about individual school buildings

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

Not applicable.