**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/Business Administrator leads the budget development process and it is a year long process. We examine student needs and prioritize based on the constraints of the budget. All district employees have a role in the process. For example, teachers prioritize the needs of their students and requisition as necessary. The school board is continuously involved in the process as they are given information on cash flow, fund balance projections, budget constraints, and expense projections. The principals are directly involved in the process and work hand in hand with the Superintendent to prioritize student needs and budget appropriately. The district holds several informational meetings throughout the year regarding the budget process. In addition, several data collection modes are used to seek feedback from all stakeholders. For example, we use Microsoft forms to collect survey data. The link to these forms is made available via the district website, social media, and district electronic communications. These surveys are available to all parents, students, faculty/staff, and community members.

**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