**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 is led by the Superintendent and the Board of Education and the Business Official. The needs of students are translated into a budget through building and department coordination. Each Principal and Department leader develops budget requests which are then reviewed by the Superintendent and the Business official. A budget is put together and then presented and recommended to the Board for their final approval. The process of developing the budget usually begins around November 1 and it lasts right up until the budget gets adopted sometime in April. The District does not use a formula to allocate to the individual schools. Public budget presentations are done beginning in January and presented by each department or Building Principal and a consolidated presentation is prepared by the Business Official and Superintendent.

**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?**

Our Elementary school has 6 grade levels and our MS/HS have 4. This can cause a disparity in the total expense per building. Of course the more senior staff that exists in a building, the higher the salaries will be in a particular location.

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