**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 led by the Superintendent of Schools and the Assistant Superintendent for Business.

The needs of students at each level are assessed and then the the appropriate staffing, equipment and supplies are allocated to those grade levels and school buildings during the budget process.

The budget development process begins in December of each year by looking at a 5 year financial plan. It continues until April when the budget is adopted.

All District employees are involved in the process. The District uses budget forms to solicit information on the needs of each person, department and building and incorporate these requests into the budget process. Ultimately the supervisors and administrators incorporate these requests into their budget proposals. District level administration and the Board of Education then make final determinations about which items are included in the budget to be adopted and presented to the public for a vote in May.

The school board is kept appraised of budget development through monthly component and update presentations at the public meetings from December through April. Their input is used to help shape the budget during this time.

The needs of individual schools are represented by the supervisors (Facilities) and principals of those

buildings.

There is no formula used to allocate funds to specific 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?**

No

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

No