**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).**

A: The District's budget process is lead by the Director of Administrative Services. The budget process begins in November and ends with the budget vote in May. The District's Board of Education works to ensure that budget affects all student sub groups.

B. Although the Director of Administrative Services leads the budget process, all Administrative staff are also involved in the budget process. The Building principals and other Administrative staff work with their individual staff to identify needs in their buildings/departments. Those concerns are brought to the Director of Administrative Services who then shares those concerns with the Board of Education. therefore, you can say that all District employees are involved in the budget process. The Board of Education then hold, numerous public meetings to go over sections of the budget and to solicit input from any community member who wishes to attend, These meetings are publicly held and advertised in advance so that everyone has enough notice of the meetings The School Board is the ultimate decision maker as to what is included in the budget.

C. Funds are allocated to individual buildings based on need.

**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?**

Not applicable.

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

Not applicable.

  