**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 lead by the Board of Education, Superintendent and the Business Administrator. The budget process starts in late October or early November. The final budget numbers are taken to the Board of Education for approval in April. The needs of the students are met within in the budget process by reaching out to others (ie. Administrators, Team Leaders, Department Heads) to determine what is needed for the upcoming school year. Staffing is discussed with the administrative team annually.

Budget information is given to administrators and directors. They then distribute the budget request documentation to team leaders and department heads. The administrators and directors then work with their immediate staff to put together a responsible budget. The Board of Education and the Finance Committee are kept current on all budget discussions.

**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?**

n/a

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

n/a