**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 with assistance from the business office and building administrators, in conjunction with the Board of Education. During the budget development process the needs of our students who are of poverty, special education, and/or are English Second Language Students are considered. Realizing these students may have greater needs than those in general education. Budget development is ongoing throughout the year, beginning with development in November, approval by the Board of Education in April, and continual monitoring year round.

All District employees are involved in the budget development process as all department needs are considered. The Administrative Team seeks input from all department heads for budgetary considerations. The Board of Education and the Administrative Team work collaboratively to finalize the school budget with the board ultimately approving the budget in April.

**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