**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 Superintendent and Director of Finance, along with other Administrative staff and the Finance Committee of the Board lead the budget development process. The Budget is focused on student needs, whether it be social/emotional supports, teachers aides, monitors, or AIS/ENL services. These services are based on Student ELA and Math scores and maintaining programs. Budget development starts in September of the prior year and is not finalized until April.

The Superintendent, Admin Staff, and the Finance Committee all all involved in the budget development process. Also, the Director of Operations and Maintenance and the Director of Transportation do their budget development on their own and then present it to the Dir of Finance and to the Board.

The Teachers put in their budget requests each year by January and the principals/admin build their building budgets based on the teacher requests. The Board of Education's Finance Committee reviews each budget and goes over every line item and budget code. This Committee presents the budget to the Full Board of Education and the Board of Education then approves the final 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?**

There is nothing unique to any of the 3 schools.

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

No anomalies.